

# Kentucky's Highway Incident Management Task Force

## Meeting Summary

January 17, 2007

### Meeting Attendees:

Dan Barnett	Kentucky Transportation Cabinet – DriveSmart
Casey Burrows	Towing & Recovery Association of Kentucky
Scott Burrows	Towing & Recovery Association of Kentucky
Ronnie Day	State Fire Commission
David Devers	Kentucky Transportation Cabinet – Public Affairs
Andy Fluegeman	ODOT – District 8
Ed Harding	KYTC – Department of Transportation Safety
Lt. Col. Dean Hayes	Kentucky State Police
Tim Hazlette	KYTC – Department of Transportation Safety
Ron Herrington	LFUCG – Division of Traffic Engineering
Chuck Knowles (Chair)	Kentucky Transportation Cabinet – State Highway Engineer's Office
Tim Koenig	Erlanger Fire Department / Kentucky Association of Fire Chiefs
Jack Nevin	Northrop Grumman – TRIMARC
Bruce Roberts	Kentucky Professional Firefighter's Association
Tim Schoch	Northrop Grumman – ARTIMIS
John Smoot	Kentucky Vehicle Enforcement
Susan Springer	ODOT – District 8
Mark Stapleton	KYTC – Department of Transportation Safety
Tony Young	Federal Highway Administration
John Crossfield	Kentucky Transportation Center
Jennifer Walton	Kentucky Transportation Center

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Chuck Knowles welcomed those in attendance and allowed time for self-introductions (*Agenda Item I*). A sign-in sheet was circulated and handouts were distributed. (Refer to Attachment A for a copy of the handouts distributed at the meeting.)

Chuck began the meeting by asking Ed Harding to update the Task Force on his efforts regarding incident management performance measures (*Agenda Item III*). (Due to a schedule conflict, this item was moved up on the agenda.)

**Performance Measures** – First, Ed presented information on roadway closure times. This information was calculated using the collision time and roadway open time from the CRASH database. Tim Schoch informed the Task Force that ARTIMIS operators document roadway closures using the system's traffic cameras. Ed indicated that he may be able use the ARTIMIS information to verify the reliability of the calculated roadway closure times. Tony Young suggested that a KRS/KAR may be needed to require local agencies to contact the TOC in the event of a roadway closure. Tim Schoch stated that contacting the TOC regarding closures on interstates and parkways should be mandatory. Lt. Colonel Dean Hayes suggested that the focus should be on complete roadway closures, not lane or shoulder blockages. Chuck

asked Ed to give further thought to closures on interstates, parkways, and other major roadways and report back to the Task Force at the next meeting. Ron Herrington suggested that Kentucky's roadway closure times should be compared to other states with similar, available information.

Next, Ed presented information on secondary crashes. For this analysis, CRASH data involving at least two units, with Unit #2 being stopped or slowed in traffic, was used. Ed stated that his next step would be to remove crashes occurring at or near intersections since these were very likely vehicles that were stopped at traffic signal or sign as opposed to a result of a crash. Scott Burrows and John Crossfield commented on the significant number of secondary crashes based on this data. Ed told the Task Force that if the CRASH forms went completely electronic in the next year, it may be possible to add a secondary crash field. Ed would also give the secondary crash data further thought and report back to the Task Force at the next meeting.

Chuck then asked the KTC staff to update the Task Force on progress made on the remaining action items from the last meeting (*Agenda Item III*).

**Local Incident Management Teams** - Chuck updated the Task Force on the newly formed Bowling Green incident management team. Chuck, Jennifer, and John Crossfield attended the last meeting of the group, held this past November. Chuck reported that the meeting was well attended and generated some good discussion. The group will initially focus on the I-65 corridor and plans to host a Highway Crash Site Management workshop for the area. Dustin Luttrell and Jeff Moore, Department of Highways – District 3, will plan to attend the next Task Force meeting and give an update on the status of the team.

Jennifer and John Crossfield attended a KyEM Area 9 meeting in Paintsville on January 10<sup>th</sup> to share information about Kentucky's highway incident management program and to enlist support for a local incident management team. The meeting was attended by local emergency managers and staff, including the Ashland and Pikeville areas. Since there was a significant amount of interest in the topic, Marcia Salyer, KyEM Area 9 Manager, agreed to help setup a Highway Crash Site Management workshop in Louisa and possibly host a meeting of responders in the area to discuss incident management issues.

Scott Burrows talked about interest in the Morehead area. One of Scott's contacts from the towing industry, has identified improving highway incident management as a significant need in the area. He also identified a small list of responders (fire, EMS, and towing) that may be interested in starting a local incident management team. They are also interested in hosting the Highway Crash Site Management workshop. Ronnie Day, who also works with the Morehead Fire Department, agreed to help organize a meeting in the area.

Task Force members were asked to encourage participation at these local meetings and/or workshops within their own organizations or associations.

**Getting the Word Out** –Jennifer updated the Task Force on publications that printed the article on Kentucky's highway incident management program for responders and public officials. Those publications included: Kentucky Law Enforcement Magazine, T.R.A.K. Record, County Line, and the Link. Jennifer asked that Task Force members forward information on any other publications that print the article.

David Devers prepared and released a newspaper article entitled, “Relief from Congestion” in November. The focus of this article was on the quick clearance legislation. Although it wasn’t published, the article did result in three radio interviews. David speculates that it was due in part to the length of the article and its timeliness. These articles are better received when released in conjunction with a significant event. David also plans to do an article on the Move Over law.

Jennifer reminded Task Force members that significant task force information is being posted at the Kentucky Department of Transportation Safety’s incident management website:

[http://highwaysafety.ky.gov/ea\\_incident\\_management.asp](http://highwaysafety.ky.gov/ea_incident_management.asp)

Partner agencies are encouraged to provide a link to this site on their own website.

The Task Force will once again have a session at the Kentucky Lifesavers Conference. The title of the session will be “Staying Safe at the Scene of an Incident – Emergency Traffic Control for Responders” and will be held April 25<sup>th</sup> at 8:30am. This session will be an update to the material that was presented last year. John Smoot informed the group that more responders are being invited and expected to attend this year. Task Force members should encourage others in their agency or association to attend this important conference. Registration information is available at:

<http://lifesavers.ky.gov/>

**Interagency Agreement** – Seventeen signatures were collected for the interagency agreement. Hard copies of the interagency agreement were distributed to those in attendance. The agreement will be updated as needed when other signatures are received or new members join the Task Force. David Devers will prepare a press release to announce the Task Force and the signing of the agreement. The agreement will be updated as needed and posted at:

[http://highwaysafety.ky.gov/ea\\_incident\\_management.asp](http://highwaysafety.ky.gov/ea_incident_management.asp)

**Parking & Equipment at the Scene** – Jennifer reviewed the members that have agreed to participate on the Parking Subcommittee. Mark Stapleton agreed to participate on the subcommittee, but a representative from KAEMT and KACP has not been designated at this time. Jennifer will follow-up with these associations and develop draft guidelines for review by the Subcommittee.

**Highway Crash Site Management** – Jennifer and John Thorpe presented the Highway Crash Site Management material to Fran Root, with the Department of Criminal Justice Training in October. Fran was going to have his trainers review the material and see if anything can be incorporated into their curriculum. He has asked if the Checklists could be provided to their graduating students every year (approximately 300 students / year).

Jennifer and John Crossfield presented the material to Ronnie (State Fire Commission) and Steve Calhoun (State Fire / Rescue Training). They are interested in teaching the course, but will need it revised so that it can be used at any location in the state. (They will not be able to tailor each workshop to a specific region.) Funding will be needed to do a train-the-trainer workshop and to print additional Checklists.

A meeting with Kentucky Emergency Management was postponed, but should take place in the next few weeks. KTC may also need to contact Louisville Metro and Lexington police departments regarding this training.

With regard to possibly printing more Checklists, there was some discussion by the Task Force as to whether the “high-end” version of the Checklist was necessary. This version of the Checklist (including plastic sleeves) costs about \$15 - \$20 per booklet. KyTC has already reprinted a small number of the Checklist in-house as a reduced-cost alternative. Jennifer will work with KyTC and with API (KTC’s printer) to get a quote for reprinting the Checklists. Then a decision will be made as to whether KyTC can fund the distribution of the Checklists. Scott asked if the Towing & Recovery Association of Kentucky would be able to print and distribute the document. Jennifer would supply him with the file for reprinting.

KTC is currently planning workshops for Bowling Green and Louisa. Morehead-area responders are also interested in having a workshop.

**Other Business** - Under the topic of Other Business (*Agenda Item IV*), Ron Herrington stated that the Lexington effort to implement e-citations would take effect in March. Tony Young added that a delegation from West Virginia Department of Transportation and FHWA Division Office would be in Lexington, Frankfort, and Louisville on January 29<sup>th</sup> and 30<sup>th</sup> to visit the Lexington TMC, Kentucky’s Fusion Center/TOC, and TRIMARC in Louisville. Ronnie Day distributed information and briefly discussed an issue in Western Kentucky where a sheriff’s deputy arrested a fire chief at the scene of an incident.

**Next Meeting – Action Items** - The next meeting was tentatively set for **April 18<sup>th</sup> at 10am** and the following action items were recorded during the meeting (*Agenda Item V*):

<b>Action Item</b>	<b>Responsible Person(s)</b>
1. Further investigate roadway closure times on interstates, parkways, and other major roadways	Ed Harding
2. Further investigate secondary crashes	Ed Harding
3. Organize HCSM workshop for Bowling Green, Louisa, and Morehead	KTC Staff
4. Help organize a local incident management meeting for the Morehead area	Ronnie Day
5. Encourage participation at local meetings and workshops (when provided with dates and information from KTC)	All Task Force members
6. Forward information on publications that print the incident management article prepared by KTC	All Task Force members
7. Prepare newspaper article on the Move Over law	David Devers
8. Bookmark website for Task Force information: <a href="http://highwaysafety.ky.gov/ea_incident_management.asp">http://highwaysafety.ky.gov/ea_incident_management.asp</a>	All Task Force members
9. Provide a link from your agency or association’s website to the above website (if possible)	All Task Force members
10. Encourage others within your agency or association to attend the	All Task Force members

Lifesavers Conference (Register at <a href="http://lifesavers.ky.gov/">http://lifesavers.ky.gov/</a> )	
11. Post the interagency agreement on the <a href="http://highwaysafety.ky.gov/ea_incident_management.asp">http://highwaysafety.ky.gov/ea_incident_management.asp</a> web site	KTC Staff
12. Prepare a press release announcing the formation of the Task Force and interagency agreement	David Devers
13. Finalize membership of the Parking Subcommittee	KTC Staff
14. Draft guidelines for parking and equipment at the scene of an incident	KTC Staff
15. Review and modify guidelines as needed and present to the Task Force	Parking Subcommittee
16. Meet with KyEM regarding the HCSM workshop material	KTC Staff
17. Contact Louisville Metro and Lexington police departments regarding the HCSM workshop material	KTC Staff
18. Obtain cost estimates for reprinting the HCSM Checklist	KTC Staff, Chuck Knowles, Tim Hazlette
19. Reserve a room for the next Task Force meeting (April 18 <sup>th</sup> at 10am)	Chuck Knowles

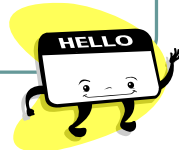
The meeting was adjourned around 11:30am.

## ***Kentucky's Highway Incident Management Task Force***

**KyTC Conference Center – C107  
January 17, 2007  
10:00 AM**

## ***Welcome & Introductions***

**Chuck Knowles**



## ***Meeting Agenda***

- Approval of Past Meeting Minutes
- Review of Previous Action Items
- Other Business
- Review of Action Items
- Next Meeting
- Closing

## ***Approval of Past Meeting Minutes***

**Chuck Knowles**

Minutes distributed  
electronically on 10/18/06  
with no comments  
received.

## ***Review of Previous Action Items***

**Led by KTC Staff**

## ***Update on Local Incident Management Teams***

- Bowling Green – Dustin Luttrell & Jeff Moore
- KyEM Area 9 (including Pikeville & Ashland) – Jennifer Walton
- Morehead – Scott Burrows

## Getting the Word Out

- Kentucky Law Enforcement Magazine
- T.R.A.K. Record
- County Line
- The Link

Information for  
Responders and  
Public Officials

## Getting the Word Out

- Kentucky Law Enforcement Magazine (Winter 2006, Vol. 5, #4, page 75)
  - Published by the DoCJT, Kentucky Justice and Public Safety Cabinet
  - Distributed to Kentucky law enforcement and criminal justice community



## Getting the Word Out

- T.R.A.K. Record (July & August 2006 Edition)
  - A publication of the Towing & Recovery Association of Kentucky
  - Distributed to towing companies



## Getting the Word Out

- County Line (Issue 4-2006, page 6)
  - An official publication of the Kentucky Association of Counties
  - Distributed to all county government officials



## Getting the Word Out

- The Link (Winter 2006, Vol. 22, #4, page 4)
  - Published by the Kentucky Transportation Center
  - Distributed to local transportation agencies and officials



## Getting the Word Out

- *“Relief from Congestion! Multi-agency Task Force Tackles the Problem of Incident Management on our Interstates and Parkways”*
  - Written by David Devers, KyTC, Office of Public Affairs
  - 3 radio interviews as a result of information

Information for the  
Public

## Getting the Word Out

- Official Task Force information is being posted at the Kentucky Department of Transportation Safety Website
  - Partner agencies are encouraged to provide a link to this site on their own website

[http://highwaysafety.ky.gov/ea\\_incident\\_management.asp](http://highwaysafety.ky.gov/ea_incident_management.asp)

## Getting the Word Out

- Staying Safe at the Scene of an Incident – Emergency Traffic Control for Responders
  - The Galt House, Louisville
  - April 25<sup>th</sup> at 8:30am
  - 1 hour 45 minute session



## Interagency Agreement

- A paper copy of the signed agreement is being provided to everyone today.
- This is a “living” document that will be updated as new agencies are added to the Task Force.
- The latest version of the agreement will be available at: [highwaysafety.ky.gov](http://highwaysafety.ky.gov)
- KyTC will issue a press release announcing the interagency agreement.

## Parking Subcommittee

- Tim Koenig
- Tim Schoch
- Ronnie Day
- Michael Loyselle
- Steve Cummins
- Dean Hayes
- KACP - ?
- Mark Stapleton - ?
- KAEMT - ?



## Performance Measures

		Total Minutes	Minutes / Collision	Hours / Collision
Fatal Collisions / Fatalities	567 / 622	84977	149.8712522	2.497854203
Incapacitating Collisions / Injuries	2867 / 3586	189623	66.13986746	1.102331124
Non-incapacitating collisions / injuries	6739 / 9020	351770	52.19913934	0.869985656
Possible Collisions / Injuries	8685 / 12137	391805	45.11283823	0.751880637
Transported Collisions	15681	882552	56.28161469	0.938026912

## Performance Measures

Year	Collisions	Fatalities	Injuries
2000	41875	53	13847
2001	40582	63	13345
2002	39772	50	12625
2003	39546	60	11819
2004	41448	57	10914
2005	39886	45	10289
2006	38318	41	9555
2007	107	0	24



## Highway Crash Site Management



- Department of Criminal Justice Training
- KCTCS & State Fire Commission
- Kentucky Emergency Management

## Highway Crash Site Management



- Supply Checklists and do a train-the-trainer?
- Workshops being planned for:
  - Bowling Green
  - KyEM Area 9

## *Other Business*

**Chuck Knowles**

## Review of Action Items / Next Meeting

**Chuck Knowles**

**Thank You for Attending**

**See You  
Next Time!**





# **Incident Management Task Force**

**January 17<sup>th</sup>, 2007 at 10:00 AM  
Kentucky Transportation Cabinet Building  
1<sup>st</sup> Floor Conference Center – Room C107**

## **AGENDA**

- I. Welcome and Introductions**
- II. Approval of Past Meeting Minutes**
- III. Review of Previous Action Items**
  - a. Update on Local Incident Management Teams
    - i. Bowling Green – Dustin Luttrell / Jeff Moore
    - ii. KyEM Area 9 – Jennifer Walton
    - iii. Morehead – Scott Burrows
  - b. Getting the Word Out
    - i. Publications – for the public & responders
    - ii. Web sites
    - iii. Lifesavers' Conference
  - c. Interagency Agreement
  - d. Parking Subcommittee
    - i. Membership
    - ii. Next Steps
  - e. Performance Measures – Ed Harding
  - f. Highway Crash Site Management
    - i. DoCJT, KyEM, KCTCS
    - ii. Additional workshops scheduled
- IV. Other Business**
- V. Review of Action Items / Next Meeting**
- VI. Closing**